

5 FAH-1 H-100 CORRESPONDENCE

5 FAH-1 H-110 OFFICIAL DEPARTMENT OF STATE CORRESPONDENCE

(TL:CH-2; 05-30-1998)

5 FAH-1 H-111 INTRODUCTION

(TL:CH-2; 05-30-1998)

a. Communication is the most vital link to the Department of State's role in national security issues. The information exchanged must be managed properly to protect the interest of the United States government.

b. This handbook describes how to prepare correspondence. It explains, step-by-step, all the elements involved in producing a final document that will become a part of the Department of State's official record. Each type of correspondence is carefully defined and analyzed to ensure proper use and accurate and timely completion.

5 FAH-1 H-112 GENERAL

(TL:CH-2; 05-30-1998)

a. The Department maintains records of all official communications.

b. The State Archiving System (SAS) is the official foreign policy data base that houses the central foreign policy file in the Department of State. Department personnel must provide substantive information to the Office of Information Resources Management Programs and Services (A/RPS/IPS), Room 1239. Substantive documents must be included in this file to ensure the integrity and completeness of this System (see 5 FAM 421.1).

b. Department offices and posts assign action as appropriate on all incoming communications. Action documents are handled and distributed by subject content and security classification with regard to unusual sensitivity or distribution considerations indicated by using captions.

c. Official correspondence is addressed to the principal officer at post or to the head of an organizational unit in the Department. To avoid delay in answering official correspondence, all mail must be opened unless it is marked "personal."

d. All Department and post personnel must follow the procedures outlined in this handbook for preparing correspondence.

5 FAH-1 H-113 SCOPE

(TL:CH-2; 05-30-1998)

a. This handbook contains specific guidelines for preparing official Department of State correspondence. It also presents guidance on managing and drafting official correspondence and protecting classified correspondence from unauthorized disclosure.

b. Recommendations for additions, deletions, or revisions to this handbook should be forwarded to the Office of Architecture and Planning, Regulations Division (IRM/AP/IAP/RG) at SA-30, Room 333, (703) 235-4275, to be considered during regular reviews.

c. Personnel should consult points of contact provided in the respective chapters in this handbook for answers to questions on more specialized topics (i.e., telegrams, diplomatic notes, congressionals).

5 FAH-1 H-114 DEFINITIONS

(TL:CH-2; 05-30-1998)

Acknowledgment—Brief response to Members of Congress to indicate receipt of correspondence.

Action Office—Cognizant office in receipt of inquiry for reply.

AMADS—Automated Message Analysis and Distribution System.

Approving Official—Person appointed to authorize release.

CARDS—Communications Analysis Research Disseminating System.

CIHS—Classified Information Handling System.

CLAN—Classified Local Area Network.

Congressional—Letter to or from a Member of Congress.

CISS—Communications Information Service Section, Domestic Messaging Center.

CPR—Chief of Protocol.

DCS—Defense Communication System.

Department—Main State; Department of State offices in the United States.

Domestic—Stateside; Department of State offices in the United States.

Domestic Field Offices—Department of State offices located anywhere in the United States to conduct official business.

Drafter—The person who actually composes written material in the form of official correspondence.

Drafting Office—The Office responsible for final preparation of official correspondence.

DTG—Date-Time Group.

DTS—Diplomatic Telecommunications Service.

Electronic Mail (E-mail)—The process or result of sending and receiving messages via telecommunications links between computer terminals.

FAIS—Foreign Affairs Information System.

FAX—Facsimile; an exact copy of a document by electronic transmission.

Field—Restricted area on telegram form that requires specific information.

Fonts—General shapes for a set of characters. Each font has a name for selecting the type and size of print.

Glossary—A place to store text that can be used again. Each piece of text is recorded and assigned a unique name.

GPO—Government Printing Office.

GSA—General Services Administration.

H—Bureau of Legislative Affairs.

Host Government—A foreign government conducting business on behalf of members of a diplomatic mission in Washington.

Inquiry—Incoming letter requesting information.

Interim Acknowledgment—Short response acknowledging receipt of inquiry with date to expect final reply.

IPC—Information Program Center

Laser Printer—A highly amplified part of a computer system that produces high quality printed matter faster than normal printers.

Macro—A custom-made command or sequence of actions that is named and stored. Macros can be assigned to keys or menus.

Members of Congress—Elected officials in the U.S. Senate and House of Representatives.

MRN—Message Reference Number; a unique number assigned to a telegram consisting of the year, State/post name, and number.

OCR—Optical Character Reader

Official Communication—Communications generated on official letterhead or form, or transmitted electronically (e.g., telegram) to conduct official State Department business.

Official File Copy—see Record Copy.

Originator—One who initiates or drafts correspondence (often the sender).

PC—Personal Computer; stand-alone computer equipment used to run various software packages.

Pitch—Fixed character spacing measuring width.

Point—Variable character spacing measuring height.

Post—U.S. embassy, mission, or consulate located throughout the world.

Preparer—The person who actually enters the data for generating official correspondence and ensures its formal completion. This person may also be the drafter (see drafter).

Record Copy—Official document (paper or electronic) on official State Department business; includes copies of attachment(s) or enclosure(s), and original initials of drafter and clearance officer(s).

R.S.V.P.—Répondez s'il vous plait (French); request for a reply.

SAS—State Archiving System—Official Department of State foreign policy database.

SBU—Sensitive But Unclassified—An administrative control marking which indicates that an unclassified document requires a degree of protection. This marking replaces the Limited Official Use (LOU) administrative control marking.

Scanner—An electronic device used to reproduce an exact image.

Secretariat Handbook—A procedural document published by the Secretariat Staff which pertains to correspondence prepared for signature by the Secretary, other Seventh-Floor Principals, the President, and Vice President.

Sender—Used interchangeably with signing officer.

Seventh-Floor Principals—Department officials appointed by the President who occupy offices on the seventh floor.

Signing Officer—Used interchangeably with sender.

Special Clearances—Clearances required for specific captioned documents to control or limit distribution.

TAGS—Traffic Analysis by Geography and Subject.

Telegram—An official message electronically transmitted.

Template—A time-saving pattern to shape or customize the software for a particular type of document.

TERP—Terminal Equipment Replacement Program.

U.S. Mission—Department of State office set up to conduct negotiations or establish relations with a foreign country.

USPS—United States Postal Service.

WOWI—Wang One-Way Interface.

5 FAH-1 H-115 THROUGH H-119 UNASSIGNED